

CHAPTER 4

DoD MILSTEP CDCP REPORTINGA. GENERAL

1. The DoD **MILSTEP** CDCP is responsible for the preparation and distribution of the reports required herein and shown in appendices D6, D7, D8, and D9. Also, the DoD **MILSTEP** CDCP will prepare and distribute the DoD **MILSTEP** Ledger Reports and the DoD **MILSTEP** Highlight Tables as required by the Schedule of Reports, Appendix D.

2. Report formats shown in appendices D6 through D9 will be prepared under the guidance and instructions in this chapter. Examples show the required formats. Edit criteria specified in appendix E will be applied to all data input by the Services/Agencies under chapter 10 and appendix J, **MILSTAMP**.

3. DoD **MILSTEP** Ledger Reports and DoD **MILSTEP** Highlight Tables will be prepared using report data prepared and submitted by Service/Agency CPPS under chapter 3. The DoD **MILSTEP** CDCP will prepare and maintain the necessary programs to process the report/table data.

4. Report formats required by these procedures will be assigned RCS:DD-A&L(Q)782 (see chapter 1).

B. REPORT DISTRIBUTION

1. The following reports will be prepared by the DoD **MILSTEP** CDCP, as required by paragraph C., and distributed to Service/Agency recipients by the due dates shown in appendix D. Distribution will be as directed by the DoD **MILSTEP** System Administrator.

- a. MAC Analysis Report
- b. APOD Response Rate Report
- c. **IDC** Error Report
- d. **MAC/MTMC** Error Report

2. DoD **MILSTEP** Ledger Reports and DoD **MILSTEP** Highlight Tables **will** be prepared by the DoD **MILSTEP** CDCP and distributed to authorized recipients by the due dates shown in appendix D. Distribution **will be made** in accordance with a distribution list furnished and maintained by the DoD **MILSTEP** System Administrator. The fourth quarter ledger reports will be printed, reduced, and bound to allow for extensive use and for retention purposes.

3. Requests for changes, additions, and/or deletions to distribution lists for the above reports/tables will be forwarded through respective Service/Agency **MILSTEP** Focal Point offices to the DoD **MILSTEP** System Administrator's office.

C. REPORT PREPARATION

1. MAC Analysis Report

a. The purpose of this report (section I) is to measure, in terms of time, the performance of each handling/transportation time segment and the overall elapsed time for overseas shipments while under the control of MAC. Additionally, the cumulative number of tons delivered by MAC related to the number of shipments are shown. Movements are measured from the point in time the materiel is received or offered for delivery at the APOE to the date it is offered and/or released by the APOD for onward movement to an overseas activity (consignee). Section **II of the report** provides detailed information for shipment units exceeding 10 days in a handling/transportation segment.

b. These procedures apply to all overseas air shipments, which are generated by Service/Agency shipping activities for movements of materiel to APODs via MAC. This report will be prepared by the DoD **MILSTEP** CDCP under the procedures prescribed herein. Availability of the report is in compliance with a Joint Logistics Review Board recommendation to provide intransit analysis reports to transportation single managers.

c. The report format and content are illustrated in appendix D-6. It shows for each handling/transportation segment the cumulative number of shipment units and percent that were delivered overseas for the number of elapsed days specified within each priority group. The same information is shown for total time and tonnage moved while under the MAC possession segment. Groupings are provided by individual channel and **UMMIPS** area. Also, summaries are provided by showing a total of priorities 999, 1, and 2 by channel and **UMMIPS** area. A recapitulation of the total MAC possession segment is shown for each Service/Agency as it applies to each channel and each **UMMIPS** area. The handling/transportation time segments are explained below.

d. Time Segments

(1) APOE handling. This time segment extends from the date the ~~shipment is received~~ or offered for delivery at the APOE to the date the shipment is lifted for onward movement.

(2) APOE to APOD Intransit. This time segment extends from the date the ~~shipment is lifted~~ from the APOE to the date the shipment is received at the overseas **APOD**.

(3) APOD Handling. This time segment extends from the date the shipment is received at the overseas APOD to the date the shipment is offered and/or released by the terminal for onward movement.

(4) Total MAC Possession. This time segment extends from the date the shipment is received or offered, for delivery at the APOE to the date the shipment is offered and/or released by the APOD for onward movement. This segment encompasses the overall time for which MAC is responsible for the shipment.

e. The database for the report consists of receipt and lift records **which** have been updated by the DoD MILSTEP CDCP with **IDCs (TK6)** generated by the overseas APOD.

f. The report will be prepared separately for each MAC channel. Individual channel printouts will be suppressed when less than 10 shipments are reported. A consolidated shipment count (channels less than 10 shipments) by **UMMIPS** area will be provided at the end of the report. The **UMMIPS** area summary will include all shipments (except PG 3) for the period.

g. **It** should be noted that the columnar entries are cumulative within each column. These entries cannot be related between columns for the specified number of elapsed days because of the varying elapsed time that exists in each individual time segment of the report, e.g., shipment units which required different times for APOE handling may be shipped on the same aircraft; therefore, the **intran-**sit time on these shipment units would be the same.

2. APOD Response Rate Analysis Report

a. The APOD Response Rate Report measures the APODs acknowledgment of shipments received. The response rate is determined by the number of TK6s submitted by APODs as compared to the number of shipments manifested by APOES (**TK7s**). The report will be used for determining those APODs that are consistently delinquent or reflect a response rate of 75 percent or less. APODs that are consistently delinquent or are below the required response rate will be notified through applicable MAC channels for appropriate action.

b. The report format is illustrated in appendix D7. It shows the number of TK6s returned by each APOD compared to the number of shipments manifested by shipper Service/Agency and the corresponding response rate. Also, summaries are furnished by area and consignor.

3. IDC Error Report

a. The **IDC** Error Report is prepared to give activities feedback as to input error conditions by selected data fields. **It** charges the responsible activity (consignor, terminal, or consignee), **as** appropriate. Activities are not required to resubmit the data, but they should take the necessary action(s) to correct future input.

b. The report, as illustrated in appendix D8, is a compilation of errors made in the TK1, TK2, **TK3, TK4**, TK6, and TK8 input. Errors are charged to the activity (terminal code or activity address code) responsible for originating the document (exception: TK4 consignee date received errors are charged to the consignees). When an activity's total **IDCs** received and total errors reaches predetermined level, an additional listing, showing samples of the actual documents and errors, is produced for that activity's review. The report also shows a three month error history record for each Service and Air Force Major Command.

c. The DoD **MILSTEP** CDCP will edit **IDC** input under the criteria listed in appendix E. Data in key fields not meeting established edits will be identified as errors.

4. MAC/MTMC Error Report

a. The **MAC/MTMC** Error Report is similar in purpose to the **IDC error report**. It provides selected feedback as to input errors made by MAC air terminals and MTMC water terminals. As with the **IDC** Error Report, terminals are not required to resubmit the data, but are expected to take steps to ensure future input is correct.

b. The report, as illustrated in appendix D9, is a compilation of errors made from TK4 input. Errors are charged to the air or water terminal responsible for originating the document. A summary by terminal code is provided along with a detailed listing showing the actual documents errored. The detail error listing is sent to the activity responsible for future corrective actions, as necessary.

c. The DoD **MILSTEP** CDCP will edit **IDC (TK7)** input under the criteria listed in appendix E. Data in key fields not meeting **established** edits will be identified as errors.

5. DoD **MILSTEP** Ledger Reports. The DoD **MILSTEP** CDCP will prepare the following reports quarterly. These reports contain data for the reporting quarter plus data for previous quarters for a given fiscal year.

a. Pipeline Performance Analysis, Format 1A. Measures performance against **UMMIPS** time standards for supply source processing. The report shows percentage of the number of line items processed for shipment for each time segment of the supply processing cycles. as each **line** relates to a priority group and the elapsed processing time. The report is prepared separately for CONUS and overseas shipments using Service/Agency **CPP** input prepared based on the requirements contained **in** chapter 3, paragraph C1.

b. Pipeline Performance Analysis, Format 1B. Measures the total order and ship time against the **UMMIPS** time standards. The report is prepared separately for CONUS and overseas shipments with additional breakouts for surface and air shipments using Service/Agency **CPP** input prepared based on the requirements contained in chapter 3, paragraph C1.

c. Supply Availability and Workload Analysis Report, Format 2. **Measures** materiel availability and workload. The report is **pre-prepared** separately for stock funded (expense) items and **nonstock** funded (investment) items; and within each (for stocked and nonstocked items) it is prepared, using Service/Agency **CPP** input prepared based on the requirements contained in chapter 3, paragraph C.2.

6. DoD MILSTEP Highlight Tables. The DoD **MILSTEP** CDCP will prepare the following ledgers quarterly. These tables portray, in a highly summarized form, selected data from the Service/Agency **MILSTEP** formats **1A**, **1B**, and 2 reports.

a. Pipeline Performance Analysis, Requisition Submission, and ICP and Depot Processing Time by Percent on Time and in M/Days. Indicates the total number of DoD requisitions, CONUS and overseas, which were prepared by each Service **and** DLA during the reporting quarter and the totals for the current fiscal year. The data indicates the percentage of **ontime** requisitions processed based on current **UMMIPS** standards and average number of days (M/days) required for processing through each supply processing cycle.

b. Total Pipeline Performance Analysis by Number of Line Items Delivered. Indicates the total number of line items delivered, CONUS and overseas, for each Service and DLA during the reporting quarter and the totals for the current fiscal year. The data indicates the percentage of line items delivered on time under current **UMMIPS** standards.

c. Supply Availability and Workload Analysis Report, Stock Funded (Stocked Items). Indicates various workload statistics, i.e., net demands processed, percent supply effectiveness, for each Service, DLA, and total DoD. The report covers statistics for stocked items which are stock funded. The data indicates the total number

and/or percentage processed during the reporting quarter and the current fiscal year. These data are compared with the previous yearly totals and the difference indicated.

d. Supply Availability and Workload Analysis Report, Non-Stock Funded (Stocked Items). Indicates similar data as in the table described in paragraph c. above, except the statistics shown are for stocked items-which are nonstock funded.

e. supply Availability and Workload Analysis Report (Stocked Items). The stock funded and nonstock funded portions described in paragraphs c. and d. are totaled together.

f. supply Availability and Workload Analysis Report, Demands Requiring Manual Processing. Indicates the number of demands which required manual processing by the Services and DLA. Data are provided in six tables; stock funded (stocked items), stock funded (**non**-stocked items), nonstock funded (stocked items), **nonstock** funded (nonstocked items), stocked items and nonstocked items. The data indicates the number of demands listed by reason for manual processing. The data are listed by quarter for each fiscal year with summary totals for 6, 9, and 12 months.

g. Total Supply Source Performance Analysis by Number of Items Delivered. Indicates the total number of line items delivered, CONUS and overseas, for each Service and DLA during the reporting quarter and the totals for the current fiscal year. The data indicates the percentage of line items delivered on time under current **UMMIPS** standards, less segments requisition submission, passing action, and receipt takeup by requisitioner.